NVLAP®

National Voluntary Laboratory Accreditation Program

INSTRUCTIONS TO THE ASSESSOR

I. Preparation for the On-Site Assessment

A. Contact the Authorized Representative of the laboratory as quickly as possible to introduce yourself and discuss the upcoming assessment. Request that the laboratory send you a copy of its quality system manual, and any related quality documentation, for your review prior to the assessment. **Note:** If the quality manual has already been provided by the NVLAP office, do **not** request another copy from the laboratory.

B. Conduct a review of the laboratory's quality system documentation and discuss any deficiencies noted with the Authorized Representative prior to the on-site assessment. Record the completion date of this review on the **On-Site Assessment Summary** (see part III of these instructions). Finalize the date(s) of the assessment.

C. Contact the Authorized Representative two to five days prior to the on-site assessment to confirm the assessment date(s).

II. On-Site Assessment Report

The **On-Site Assessment Report** is comprised of the several parts described below: (A) **Signature Sheet with On-Site Assessment Narrative Summary**, (B) **General Operations Checklist**, and (C) **Specific Operations Checklist and/or Test Method Review Summary** (testing laboratories only). These are "tools" for your use in assessing and reporting a laboratory's conformance with the NVLAP accreditation criteria. When completed, they become part of the laboratory's permanent record, are retained by NVLAP, and are used by other assessors during subsequent assessments. Please write legibly.

You must identify all of the laboratory's deficiencies (failures to comply with the NVLAP criteria) that you have found during the on-site visit. In addition, you must review the last on-site assessment report to verify and document that all previously reported deficiencies have been resolved. The On-Site Assessment Report includes your comments on the deficiencies and any comments that you wish to make in writing to the laboratory.

A. The **Signature Sheet** must be signed by you and the Authorized Representative of the laboratory who thereby makes a commitment to respond, as appropriate, to any findings documented in the report. The **On-Site Assessment Narrative Summary** is comprised of 26 subsections that correspond to the subsections of the General Operations Checklist. It is used to report your general overview, evaluation and impressions of the laboratory's quality and competence, and any

changes to the current or requested scope of accreditation. This summary should be used to provide the laboratory and NVLAP with a clear understanding of the strengths and weaknesses of the laboratory. There is no need to reiterate specific deficiencies previously noted in the checklists.

B. The **General Operations Checklist** is based on Sections 4 and 5 and Annexes A and B of NIST Handbook 150:2001, *NVLAP Procedures and General Requirements*.

C. The **Specific Operations Checklist and/or Test Method Review Summary** are based on program-specific criteria defined in the NVLAP Program Handbooks for testing laboratories. The Specific Operations Checklist and Test Method Review Summary address the same areas as the General Operations Checklist but with greater emphasis on the specific test methods and testing technology which are covered by the specific accreditation program.

The following guidelines should be utilized when preparing the **On-Site Assessment Report**.

- When you and the Authorized Representative sign the **Signature Sheet**, be certain that the Representative understands that the laboratory must respond in writing to NVLAP, regarding correction of all deficiencies identified in the checklists and in your On-Site Assessment Narrative Summary.

- Using the checklists, clearly identify and describe each deficiency,

- Using the Narrative Summary, comment on the strengths and weaknesses of the laboratory.

- Clearly distinguish between deficiencies and comments. The laboratory is required only to respond to deficiencies.

- You are encouraged to send NVLAP additional comments on the assessment of the laboratory which you may not wish to include in the **On-Site Assessment Report**. Specific guidance on the need for monitoring visits will assist NVLAP to ensure that only competent laboratories are accredited.

After the exit briefing, make two copies of the complete On-Site Assessment Report, and:

- leave a copy with the laboratory;

- keep a copy for yourself; and

- send the original to NVLAP within seven working days.

NOTE: The On-Site Assessment Report shall be treated with the utmost confidentiality. The contents of the report shall not be shared with anyone other than NVLAP staff, the laboratory Authorized Representative, and yourself.

III. On-Site Assessment Summary

The **On-Site Assessment Summary** is ***not*** part of the **On-Site Assessment Report** and is not to be left with the laboratory. It is a one-page status report of your assessment which is to be sent to NVLAP along with the **On-Site Assessment Report**.

IV. Laboratory Assessment & Related Services Invoice

Use the *Laboratory Assessment & Related Services Invoice* to report the costs you incurred in performing the on-site assessment(s).

Please send the On-Site Assessment Report, On-Site Assessment Summary, and Invoice to NVLAP in the 9 x 12 business reply envelope provided to you.